

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

|    |   |                       |                |
|----|---|-----------------------|----------------|
| I. | <u>Position Title:</u> Community Events Assistant | <u>Revision Date:</u> | 01/08          |
|    |   | <u>EEO Code:</u>      | Admin. Support |
|    |   | <u>Status:</u>        | Non-exempt     |
|    |   | <u>Control No:</u>    | 30606          |

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction and supervision of the Director of Community Events, provides a wide variety of secretarial services and administrative detail for Community Events, Sandy Amphitheater and the Sandy Arts Guild.

III. Essential Duties

- Assist the Community Events Director in the coordination of community events, amphitheater events and Sandy Arts Guild events as requested and directed.
- Assist with event operations as needed.
- Coordinate all purchasing in compliance with code, including soliciting and receiving bids.
- Maintain artist, purchasing, vendor and contract files.
- Receive calls from public.
- Receive walk-in visits from public.
- Keep minutes in meetings as assigned.
- Copy and distribute agendas, correspondence and minutes.
- Assist Box Office staff in selling of tickets as needed.
- Assist with various administrative studies, surveys, and report preparations as needed.
- Schedule and coordinate meetings, appointments, and calender for Community Events Director.
- Meet certified cashiering standards through City Treasurer.
- Maintain City Treasurer Certification by explaining all outages in writing that are over \$5 each day, balancing 80% of the time in a 30 day period and keeping cumulative outages to less than \$200 in a 3 month period.
- Open, sort, and distribute office mail; respond to various office correspondence.
- Process paperwork, maintain office files and records and record time cards for division.
- Type various office correspondence , memoranda, and other documents.

IV. Marginal Duties

- Perform other duties as assigned.

V. Qualifications

**Requirements:** Valid Utah Driver License is required.

**Education:** High school diploma or equivalent required; graduation or certification from an accredited program of communications, office management, secretarial studies or closely related field preferred.

**Experience:** Two years closely related work experience; may substitute any equivalent combination of education and experience.

**Probationary Period:** A one-year probationary period is a pre-requisite to this position.

**Knowledge of:** Principles of office management and clerical practices, municipal government, cultural arts; correct English usage and spelling; computer applications - including word processing, spreadsheets, and purchasing system.

**Responsibility for:** Responsibility for the efficient operation of the Office of Community Events, condition and use of materials and equipment, and the provision of input into decision making.

**Communication skills:** Contacts with other departments as directed, furnishing and obtaining information; contacts requiring tact and judgement to avoid friction; frequent contact involving the carrying out of program and event responsibilities; frequent contact with public.

**Tool, Machine, Equip. Operation:** Type 50 wpm; regular use of copy machine, fax machine, telephone, typewriter, and personal computer.

**Analytical Ability:** Gather data, organize information and prioritize in order to meet deadlines.

VII. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects, or controls; may periodically bend, stoop or crouch; and frequently communicates with others. Work may involve some physical exertion, the need to stand for long periods of time and some lifting may be required; up to 20lbs.

*Work Environment:* Generally comfortable working conditions with some field work at performance and event sites. The noise level in the work environment is usually moderate, but possible increased noise exposure is expected while attending events. Job requires considerable mental effort and may entail some pressure and fatigue. Moderate exposure to deadlines and evening/weekend work. Frequent holiday work. Sometimes work is required in inclement weather.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same or similar position. Management reserves the right to add or change duties at any time.

DEPT/DIV. APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_

DATE: \_\_\_\_\_